



Code: 3443
Family: Legal and Regulatory
Service: Health and Welfare
Group: Medical and Social Service
Series: Public Health

CLASS TITLE: DIRECTOR OF DISEASE INVESTIGATIONS

CHARACTERISTICS OF THE CLASS

Under direction, coordinates and manages all functions and activities for a communicable disease investigation unit within the Public Health Department, and performs related duties as required

ESSENTIAL DUTIES

- Directs the implementation of a disease investigation unit to prevent the further transmission of diseases
- Supervises investigator managers, investigators, and other technical and non-technical personnel in disease investigations and project management
- Assigns, trains, and evaluates staff; provides guidance and direction on complex disease investigative issues
- Coordinates with supervisory staff on reports identifying trends and potential outbreak of communicable or infectious diseases
- Schedules and directs short and long term planning for the work unit, including developing and analyzing programs and projects
- Develops and administers procedures, protocols, and standards for public health programs involved in communicable disease investigations
- Reviews program contracts and agreements; researches, coordinates, develops, and monitors contractual obligations and terms with external contractors and/or vendors
- Directs the development and management of budgets, grants, and administrative functions
- Advances knowledge of communicable diseases, especially local epidemiology and impact, through continual education development
- Collaborates with departments, contractors, and community organizations that interface with associated communicable disease programs
- Interprets Centers for Disease Control (CDC) and Illinois Department of Public Health guidelines as they relate to communicable disease intervention and reporting
- Acts as a liaison with various local, governmental, and community based coalitions and agencies in an effort to enhance and promote departmental services and programs

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Public Health, Social Work, or a directly related field, plus six years of work experience in disease control investigations or prevention, of which three years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Computer and peripheral equipment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

PHYSICAL REQUIREMENTS

- Physical ability to operate a personal computer and related office equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Advanced knowledge of:

- *public health hazards and their detection, reporting requirements, and treatment
- *evidence collection and analysis methods, practices, and procedures
- *investigation and inspection methods, techniques, practices, and procedures
- customer service techniques

Considerable knowledge of:

- *supervisory methods, practices and procedures
- *management of a community or public service program
- applicable federal, state, and local laws, regulations, and guidelines regarding the relevant disease(s) or program area

Moderate knowledge of:

- *applicable computer hardware and software technology
- *record keeping and report preparation methods, practices, and procedures

Some knowledge of:

- specialty program planning, development, coordination, and evaluation
- public administration principles and practices

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

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- *MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop, and direct people as they work and identify the best people for the job
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
May, 2018